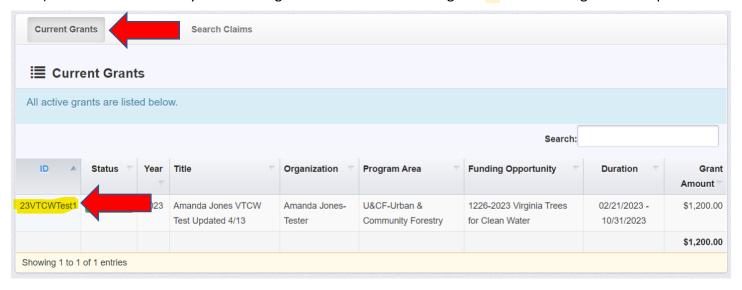


Contract Signing

Congratulations! You've been awarded a grant through DOF. What happens next? DOF is preparing a contract confirming your grant amount and any state or federal restrictions. You will receive an email when your contract is ready.

- 1) Once you've received the email notification that your contract is ready, log in to the Secure Access Portal (SAP): https://vaforestry.webgrantscloud.com/
- From the left-side menu, select Current Grants.
- 3) You will see a list of your current grant awards. Click on the grant ID to view the grant's components.



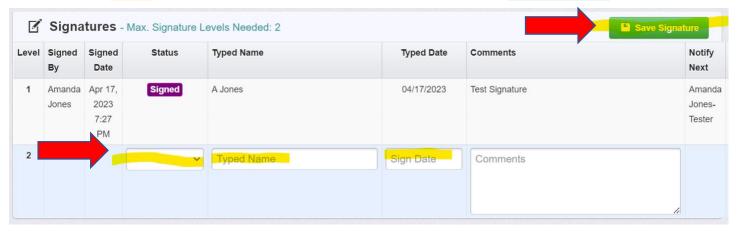
4) In the list shown, select Contract.



5) Click on the **ID name** to access the contract details.



- 6) Scroll down to carefully review the contract details. When you're ready to sign, scroll back to the top and click on the blue **Signatures** button.
- 7) To streamline the process, the contract has already been approved and signed by DOF staff. To sign, select a **Status**, enter your name, and the date then select the green **Save Signature** button.



8) The contract status should now say **Executed** and you may begin your grant activities. We look forward to working with you!

